

Quick Reference Guide for eFile Chapter 7 and 13 Voluntary Petition Procedures

Overview

Pages 1-2

- Requirements for submitting an electronic petition
- Files that are required when submitting an electronic petition:
 - (1) A Portable Document Format (PDF) file containing either a signed *Electronic Filing Declaration of Debtor(s)* when the debtor type is "individual(s)" or an *Electronic Filing Declaration of Authorized Signatory of Debtor*, when the debtor type is "corporation" or "partnership" and *Electronic Filing Declaration of Attorney for Debtor(s)*;
 - (2) A PDF file containing the schedules, statements, and documents to be included in the filing;
 - (3) The Master Mailing List in Text ASCII-readable format.

NOTE: The PDF files **must be** created using **Adobe Acrobat version 4.0 or 5.0 only**. If you have Adobe Acrobat version 6.0 (or higher), you will need to reduce the file size compatible with 5.0 by following the steps below.

- Click on **File** and select **Reduce File Size → Compatible with 5.0**.
- Click on **OK** and save the document.

Creditor File (Master Mailing List)

Pages 2-3

- Preparation of the Creditor File
- Address Format
 - (1) **Domestic** - may include up to 4 lines and the city, state, and zip code **must** be on the last line.

Examples:

- | | |
|---|---|
| 1. ABC Creditor
123 N. Avenue
Los Angeles, CA 90003 | 2. ABC Creditor
Payment Processing
123 N. Avenue
Los Angeles, CA 90003 |
|---|---|

- (2) **International** - may include up to 5 lines and the country **must** be on the last line.

Examples:

- | | |
|---|--|
| 1. Alex Millar
17 Sheldon Road
Edmonton N.18, London
England | 2. Diane York Limited
10 Regent Street
London
EC9Y 7SY
Great Britain |
|---|--|

Accessing the Electronic Petition Form

Page 4

From the eFile Main Menu, select **Voluntary Petition Chapter 7** or **Voluntary Petition Chapter 13** from the drop-down Filing Options menu. The electronic Voluntary Petition will appear on the screen.

Page 1 Tab (Chapter 7 ONLY)

Pages 4-5, Step 2

Choose one of the following three options under **Processing Instructions**:

- Single petition (not to be included in batch filing):** Select this option if you are only filing one petition.
- Petition to be included in batch filing:** Select this option for each petition submitted in a batch except the last petition.
- Last petition in batch filing:** Select this option to notify eFile that you have completed a batch. If you complete a batch without selecting this option, you need to contact the eFile Support Center to notify them that your batch is complete.

Page 1 Tab

Pages 5-7, Steps 3-6

- Click on **Add/Edit** to enter the debtor's name.
- Click on **Add/Edit** to enter other names used by the debtor (if any).
- Click on **SSN** to enter the debtor's Social Security number, or click on **Tax I.D.** to enter the debtor's Tax Identification number.
- Follow the preceding steps to enter joint debtor information, if applicable.
- Enter the street address, city, zip code, and county of residence.
- Make changes to the mailing address, if necessary.
- Check the applicable boxes for any remaining fields.
- Click on **Continue** to go to the next tab.

Page 2 Tab

Pages 9-10, Steps 17-22

- For **Prior Bankruptcy Case**, enter the most recently filed prior case followed by the judge's initials or "NONE" under **Location Where Filed** if no prior case.
- Enter **Pending Bankruptcy Case** information and include the judge's initials after the case number, or enter "NONE" under **Name of Debtor**.

- Check the applicable boxes to affix "/s/" followed by the signer's name to the petition.
- Check the applicable box regarding **Exhibit C**.
- Verify the information on the petition, make corrections and click on **Print Petition for Signature** to print the petition and an *Electronic Filing Declaration of Debtor(s)* and *Electronic Filing Declaration of Attorney for Debtor(s)*.
- Click on **Save Draft & Exit**.

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Preparing the Schedules PDF File

Page 10, Steps 23-26

- Have the debtor(s) review and sign a true and correct hard copy of the petition, schedules, if filing under chapter 13, the plan, and any applicable documents being filed electronically.
- Type "/s/," followed by the signer's name, on the schedules and statements being filed electronically in each place where the hard copy was signed.

Order of Documents for the Schedules PDF File

Pages 14-16

The documents in your Schedules PDF file **must be placed in the order listed on pages 14-16** and scanned and saved as a single PDF file.

Preparing the Declarations PDF File

Page 11, Steps 27-28

- Have the debtor(s) sign the *Electronic Filing Declaration of Debtor(s)* or the *Electronic Filing Declaration of Authorized Signatory of Debtor*, as applicable.
- Sign the *Electronic Filing Declaration of Attorney for Debtor(s)*.
- Scan and save the Declarations as a single PDF file which should consist of only one page.

The Debtor(s) or the authorized signatory of debtor must sign the applicable Electronic Filing Declaration, or the petition will be rejected.

Schedules Tab

Pages 11-12, Steps 32-35

Schedules PDF Document Description form:

- Click in each corresponding box to enter the start page numbers of the documents in the PDF file.

Example 1: Enter 1 if the first page of the PDF file is the *Notice of Available Chapters*.

Example 2: Enter 7 as the start page number of *Schedule C*, if *Schedule B* contains three pages and starts on page 4.

The total number of pages in the PDF file must match the total number of pages listed on the Document Description form.

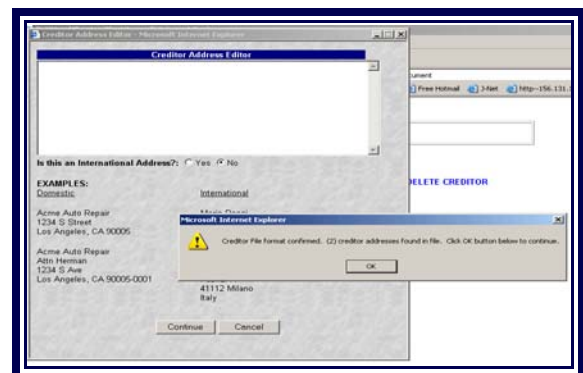
Schedules PDF			
No	Document Description	Start Page Number	Pages
1	Exhibit "C"		
2	Corporate Resolution Authorizing Filing		
3	Statement of Related Cases		
4	Notice of Available Chapters	1	1
5	Summary of Schedules	2	1
6	Schedule A	3	1
7	Schedule B	4	3
8	Schedule C	7	1

- Click on **Browse** to locate the Schedules PDF file on your computer.
- Verify that the correct PDF file was selected.
- Close the PDF file, and click on **Continue** to upload the file.
- Click on **Continue** to go to the next tab.

Creditor File Tab

Pages 13-14, Steps 36-41

- Click on **Browse** to locate the .TXT Creditor file on your computer.
- Click on **Continue** to upload the file.
- Click on **Continue** to allow the system to confirm that the Creditor File is in the correct format.
- Fix any formatting errors displayed on the screen and continue.
- Click on **OK** and a list of the creditors in the text file will appear.
- Verify that the list is correct and complete.



- Click on **Submit Petition** to submit the petition for filing. (It may take a few minutes to complete the submission process.)
- Print and save the confirmation message that displays once the process is complete.
- You will receive a confirmation e-mail with a link to the conformed PDF copy of the electronically filed petition **after** the petition has been processed and accepted for filing by the eFile Administrator.

Schedules Tab

Page 11, Steps 29-31

Uploading the Declarations PDF File:

- Return to the petition, and click on the **Schedules Tab**.
- Click on **Browse** to locate the PDF file of the *Electronic Filing Declaration of Debtor(s)* or the *Electronic Filing Declaration of Authorized Signatory of Debtor*, as applicable, and *Electronic Filing Declaration of Attorney for Debtor(s)*.
- Verify that the file you selected contains the Declaration that matches the debtor(s) on the petition.
- Close the PDF file, and click on **Continue** to upload the file.

Page 1 | Page 2 | Schedules | Creditor File

Voluntary Petition
(This page must be completed and filed for every case.)

Name of Debtor(s):
Sue, Sallie

Declarations PDF

Please attach/upload the PDF file (using Adobe Acrobat 4.0 or 5.0) of the signed Declarations

Upload Declaration PDF File
(C:\Documents and Settings\Brow...) **Browse...**

Save Draft & Exit **Continue**